



Position Announcement

Today's Date: **02/18/2016**

Posting #: 8442

Job title: **Project Coordinator** - One Baltimore for Jobs (1B4J)

FLSA/ Code/ Status: **Exempt /1225/MAPS unrepresented**

Location: **Administrative Office; 417 E Fayette Street, Suite 468**

Starting Salary: **57,200**

Status: **Temporary with Benefits (TB) – Full Time; Grant end date June 30, 2017**

Overview of Position Duties for the Project Coordinator for the One Baltimore for Job Grant (1B4J)

The Project Coordinator will coordinate and monitor activities related to all sub-contractors for the 1B4J grant. This position will report to the Project Director for 1B4J for direction on daily activities and to the Agency Director.

Essential duties and responsibilities:

- Serve as the secondary point of contact for all 1B4J grantees
- Support the implementation of the community engagement strategy that informs the public of the services available and provides an opportunity for residents to access services;
- Support the Project Director to ensure that support services such as legal assistance, mental health services, and child support flexibility are accessible to residents, documented by training providers and help training participants successfully enter employment and progress toward their goals;
- Work in partnership with agency staff and the Project Director to coordinate activities within the agency to promote seamless service delivery including invoicing, data collection, grant reporting, and contract modifications;
- Support partnership development and public outreach;
- Participate in the development of an evaluation plan to track the progress of training, the impact of the support services, and the internal activities that lead to the program's success or inhibit its progress;
- Support the implementation of training, technical assistance, and capacity building for 1B4J project vendors and staff;
- Work in partnership with agency Communications staff and project director to implement project communications strategy, including maintenance of project social media platforms, and content management for project website and blog;
- Maintain project information sharing and project management platforms;
- Conduct research, as needed
- Support project fundraising efforts, as needed, including conducting prospect research and supporting the development of technical proposals to funders
- Maintain active list of city agency point of contact (POC) and communicate with POCs regularly
- Provide administrative staff support to the Project Director and/or Agency Director as required
- Performs other duties as required

Knowledge, Skills and Abilities required:

- Strong verbal and written communication skills;
- Ability to effectively liaison and maintain effective working relationships with diverse businesses, organizations and others;
- Ability to effectively analyze data, present findings and recommend viable options for addressing problems / challenges;
- Proficient in word processing, spreadsheet, and database applications (i.e. MS Office Suite: Word, Excel, Access) and Project Management applications

Education & Experience:

- Bachelor's degree in Sociology, Social Science, Public Administration, Urban Planning, Economics, or related field

- Workforce Development experience is preferred, not required; project management, economic development, or employment and training program operations experience is helpful.
- Or, any equivalent combination of acceptable education and experience.

MOED Employees receive priority consideration for open positions and must apply within 5 days of posting. All other qualified applicants should submit an application and/or resume to the MOED Human Resources Department, 417 E. Fayette Street, Suite 466, Baltimore, MD, 21202; via fax: (410) 396-8132, via email: resumes@oedworks.com. Please place job title and posting number in the subject line. MOED is an Equal Opportunity Employer.